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CRT 188.01: Computers and Law

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**THE UNIVERSITY OF MONTANA—MISSOULA
COLLEGE OF TECHNOLOGY
BUSINESS TECHNOLOGY DEPARTMENT**

COURSE SYLLABUS

COURSE NUMBER AND TITLE: CRT 188 - Computers and Law

DATE REVISED: Fall 2004

SEMESTER CREDITS: 3

PREREQUISITES: CRT 101 and LEG 185T

FACULTY: Cheryl Galipeau
E-MAIL ADDRESS: Cheryl.Galipeau@mso.umt.edu
PHONE NUMBER: 243-7874
OFFICE LOCATION: AD11D
OFFICE HOURS: As posted or by appointment

COURSE DESCRIPTION: Introduction to the concept of computer systems, operating systems, Windows graphical environment, E-Mail, Internet, file management, and a variety of software packages including word processing, spreadsheets, database, presentation, and law office-related software.

STUDENT PERFORMANCE OUTCOMES:

Upon completion of this course, the student will be able to:

1. Define and explain basic microcomputer hardware and software terminology.
2. Diagram and select hardware and software components for a microcomputer system in the legal environment.
3. Operate a graphical user interface; and operate a mouse.
4. Use basic operating features of Windows Desktop Accessories (Calculator, Wordpad, Paint, Character Map, System Tools) and use Windows Explorer for file management tasks including creating directories deleting, moving and copying files.
5. Use basic operating features of a popular integrated software suite. Use a word processor to format basic business correspondence and legal documents. Use a spreadsheet to calculate, format, and graph numeric data for use in the legal environment. Use a database to organize legal information for searching, sorting, and selecting. Use graphical presentation to present a slideshow on technology related to the legal environment to a group of peers.
6. Send and receive e-mail to/from faculty and other students.
7. Collect and organize data for entry into practice control software.
8. Appraise computerized timekeeping and billing software for flexibility, variety of format, ease of use, security, and reporting features.
9. Compare calendaring, docket control, time and billing, and case management software.
10. Locate legal and non-legal information services available.
11. Select a browser and apply research strategies to search the World Wide Web for assigned research regarding technology in the law office.

12. Create a web page integrating text, graphics, and hyperlinks using an HTML text editor.
13. Evaluate ethical guidelines for practice control software, e-mail communication, security of computer hardware and software, and privacy issues of computer data.
14. Troubleshoot and correct basic hardware/software malfunctions, such as printing errors and network errors.

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

Production and Testing

1. Document production activities will occur on a regular, if not daily basis. Class attendance is an integral part of this course. It is the expectation that in-class production or homework assigned outside of class will be turned in when due. If you are not present, it is your responsibility to see that it is in faculty mailbox by 4:00 p.m. on the due date. Late assignments will be lowered one letter grade.
2. The test schedule and dates are included in the daily schedule attached to the syllabus. Tests will be written or produced using a computer. Make-up for tests is not offered unless faculty is notified and guidelines are identified for the individual situation.

Final PowerPoint Group Presentation

1. The final presentation will be graded according to requirements, which include; quantity of slides, clarity of content on each slide, required use of the software features, individual contribution to the group of presenters, and overall quality of the slideshow.

GRADING SCALE:

94 - 100 A
87 - 93 B
80 - 86 C
75 - 79 D

Final grade will be determined by total points received on production activities, homework, and tests in relationship to total points available.

ATTENDANCE POLICY: Students are expected to come prepared for class each day and to participate in the assigned activity. In-class activities account for a substantial portion of the final grade.

ACADEMIC INTEGRITY: Students are required to adhere to standards of academic integrity. Students should review The University of Montana Student Conduct Code regarding their rights and responsibilities. The Conduct Code is located at <http://www.umt.edu/studentaffairs/>.

DISABILITY ACCOMMODATION: Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please speak with me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator.

REQUIRED TEXT:

Using Computers in the Law Office, 4th Edition, by Brent D. Roper, 2004.

SUPPLIES:

Two disks, 3.5" High Density (one for daily activities, one for testing), and one CR-R for saving and giving PowerPoint presentation.

COURSE OUTLINE:

- I. INTRODUCTION TO COMPUTERS
 - A. Hardware Components
 - B. Software
 - 1. operating systems
 - 2. productivity
 - 3. legal-specific
 - 4. networking
 - C. Size Classifications
 - D. Ethical Considerations of Using Computers
- II. WINDOWS 95/98/2000
 - A. Desktop Accessories
 - 1. Notepad HTML text editor
 - B. File Management
- III. E-MAIL
 - A. Internet based
 - B. Attachments
 - C. Ethical Considerations
- IV. MICROSOFT OFFICE XP or Corel WordPerfect
 - A. Word Processing (Word/WordPerfect)
 - B. Spreadsheet (Excel)
 - C. Database (Access)
 - D. Presentation (PowerPoint)
 - E. Ethical Considerations
- V. COMPUTER ASSISTED RESEARCH
 - A. CALR
 - B. Information Services
 - C. Internet
 - D. CD-ROM/DVD Databases
 - E. Ethical Considerations
- VI. LEGAL-SPECIFIC SOFTWARE
 - A. Timekeeping and Billing
 - B. Case Management
 - C. Docket Control
 - D. Litigation Support
 - E. Ethical Considerations